



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IV	Out of Home Placement	
Chapter:	B	Resource Care	4-5-2010
Subchapter:	4	Foster Home Records	
Issuance:	400	Documenting and Retaining Investigation of Policy Violations	

Retention of Allegations and Investigations of Abuse/Neglect 4-5-2010

See [CP&P-IV-B-4-400](#), Retention of Resource Family Home Abuse/Neglect Incident Reports, and [CP&P-III-E-2-100](#), Expunction of Records.

Documenting and Retaining Investigation of Policy Violations 12-29-93

The Resource Family Support Specialist documents the results of the investigation in the resource family home record by recording on the Contact Sheet, CP&P Form [26-52](#), and/or, where appropriate, the Critical Incident Report, CP&P Form [21-10](#). See [CP&P-IX-D-1-100](#).

Resource family parents must be notified, in writing, of the results of the investigation within 30 days from the date the policy infraction was reported to the Resource Family Support Unit Supervisor. The Resource Family Support Unit Supervisor is responsible for the notification; the LO Manager is responsible for the notification when a determination has been made to close the home. See [CP&P-IV-B-6-700](#). A copy of the notification must be placed in the resource family home file, and, when applicable, in the child's case record.

Substantiated 12-29-93

Documentation of substantiated incidents of abuse by a resource family parent shall become a permanent part of the resource family home record.

Retention of Resource Family Home Abuse/Neglect Incident Reports 4-4-2005

Documentation of each resource family home abuse/neglect investigation is retained in the resource family home record maintained by the Resource Family Support Unit (RFSU). A report is also filed in the case record of each child involved in the incident/residing in the resource family home at the time of the

investigation.

Expunction of Unfounded Incident Reports from DCF Files Considered on a Case-by-Case Basis 4-5-2010

Policy, [CP&P-III-E-2-100](#), Expunction of Records, was revised and consolidated on April 5, 2010. For policy regarding a request by a resource family parent to expunge an unfounded report from CP&P or IAIU files, see the On-Demand Expunction Review section.